



Chilworth House  
School

# SCHOOL PROSPECTUS

Witherslack  
Group



## Proprietor details

### **Witherslack Group**

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## Head Teacher's name and contact details

Dave Willcox

[dave.willcox@witherslackgroup.co.uk](mailto:dave.willcox@witherslackgroup.co.uk)

07760 174708

Chilworth House Lower School, Thame Road, Wheatley, Oxfordshire, OX33 1JP

## Holiday contact details

Stacey White

[stacey.white@witherslackgroup.co.uk](mailto:stacey.white@witherslackgroup.co.uk)

07776 651102

## School ethos/mission statement

At Chilworth House School we are dedicated to providing our children with a happy, caring, positive and motivating atmosphere where they are able to enjoy learning, celebrate successes and are encouraged to reach their own potential.

## Aims of school

Chilworth House School is dedicated to:

- Achieving the highest quality education and nurturing care so that every child can achieve their full potential academically, socially and emotionally
- Offering a broad, balanced and stimulating curriculum
- Providing a happy, positive, secure and caring environment
- Developing positive relationships between school, home and the wider community

## Details regarding admission process

We specialise in primary education for pupils between the ages of 5 and 11 years old. Initial enquiries and informal visits are always welcome but referrals will come to us directly from the pupil's local authority.

Applications are considered by our admissions panel and a non-prejudicial visit will then be arranged. Following this visit a place may be offered to pupils whose needs can be fully addressed by the school. Fees and NASS approved contracts will then be agreed with local authorities.

There will be an assessment period followed by a Post Admission review meeting after 6 weeks.

Referrals can be made throughout the academic year.

If you wish to discuss making a referral please contact Monica Beacroft, [stacey.white@witherslackgroup.co.uk](mailto:stacey.white@witherslackgroup.co.uk) or 07776 651102.

The school's Admissions Policy is available on request.

## Details of approach to behaviour management, exclusions, rewards and sanctions

At Chilworth House we aim to help children develop self-control, through teaching strategies including self-regulation and modelling, and rewarding and reflecting on positive choices. In doing so we encourage pupils to make appropriate choices and assume responsibility for their own behaviour in school and the wider community.

Rewarding pupils for positive behaviour and good work during the school day is the main method of communicating our approval to the pupils. Rewards include encouragement, praise, reassurance and enrichment activity afternoons, rewards experiences, pupil points, and certificates for Silver and Gold status and after repeated excellent behaviour a Gold T-Shirt is presented. If this excellent behaviour continues for a sustained period of time then a Platinum T Shirt is awarded.

Where necessary the application of sanctions is undertaken in a professional and thoughtful manner. We take into account the individual child's special educational needs as well as the specific problem behaviour. The following sanctions are approved: the non-attainment of points, recompense for deliberate damage, periods of reflection on inappropriate behaviour, periods of time out of programme in school, fixed term exclusion and permanent exclusion.

Pupils' behaviour is supported by a simple system of rules and rewards which is understood by all pupils and staff and which can be easily adapted to the individual needs of specific children. At Chilworth we also use the positive behaviour support framework from BILD (British institute for learning difficulties) to understand the functions of a pupils behaviour. Pupils requiring a functional assessment on a specific behaviour can have one completed, the results shared with class staff and parents/ carers. This framework helps us better understand the maintaining consequences of a pupil's behaviour and enable us to put in place effective strategies to help reduce and later eliminate undesirable behaviours. All pupils have an individual Positive Behaviour Support Plan, which helps identify anxieties they may have and how we can support them to best effect.

There may be some times when rewards and sanctions are ineffective in managing a child's behaviour and this may lead to a child putting themselves or others at risk. In such instances we use the holistic approach to behaviour management as outlined by TEAM TEACH.

All our staff are trained and refreshed annually enabling these situations to be de-escalated safely through verbal and non-verbal strategies and, as a last resort, gradual and graded techniques. In all instances the best interest of the child are paramount.

Chilworth House School does not normally exclude pupils, we prefer to work with a child in school to modify and improve the behaviour. On rare occasions it may be necessary to exclude a pupil for a period of time. Parents/carers and the LEA will be immediately informed and will have the right to appeal to the Witherslack Group. A formal reintegration meeting will be held following the exclusion to plan appropriate strategies to promote positive outcomes for the pupil.

## Provision for EHC Plans

A post admission review meeting will take place 6 weeks after a child's admission. This meeting allows progress so far to be discussed and any relevant strategies, interventions or actions to be agreed. Each child will then have a statutory annual review where progress against targets from their statement/EHCP will be reviewed and further actions and interventions agreed.

For year 6 pupils, future secondary schools will be discussed in a transition review as part of their statutory annual review.

In all meetings the views of the child, parents/carers, teachers, therapists and local authorities will be sought and discussed to ensure the best possible outcomes for the pupil.

## Details for consideration of pupils/ parents whose

### first language is not English

On admission a child's need for additional support is identified. Appropriate provision is then established prior to the pupils start date. One to one support from a bi-lingual support assistant will be provided if this is an identified requirement.

## Details of complaints procedure

In accordance with the Children's Act 1989, all children at Chilworth House School have access to a Complaints Procedure. Informal complaints or concerns will be addressed by the class teacher if appropriate, however, pupils should expect all staff to pass this information on to the Head Teacher. Formal complaints directly from the child or via a parent/carer or member of staff should be reported directly to the Head Teacher.

Complaints or concerns arising from adults also follow set procedures. Firstly the concern should be addressed informally with the school. We have had no complaints within the last academic year. Copies of these policies and procedures are available on request.

## Statement regarding accessing exam results

We believe that pupils should be prepared for the next stage of their education and therefore will need to develop the skills and attitudes necessary to be able to sit exams successfully. To develop these skills and attitudes we provide pupils with regular opportunities to experience informal tests throughout their school career. In years 5 and 6 we increase the formality of test conditions to gradually prepare our pupils to sit year 6 SATs in their final year. We understand that, due to anxieties attributed to previous experiences and pupil needs, not all our pupils will be able to access SATs successfully. Therefore we carefully select pupils to sit externally moderated SATs and provide differentiated support to enable this. Where this is not appropriate internal SATs are employed which are delivered over a longer time frame to reduce pupil anxieties.

## Safeguarding Mission Statement

Chilworth House is committed to safeguarding and promoting the welfare of our children and young people. We believe in the importance of working with partner agencies to ensure that children and young people are kept safe, happy and healthy. All staff working here are made aware of the need of protection and how to respond to these concerns.

Where we suspect that a child has been abused or neglected, we have a statutory duty to make a referral to relevant agencies. Where local procedures allow, we will inform the parent[s] of the referral. The school will share any information relevant to the referral with those agencies and will contribute to any assessments being undertaken.

We have a 'Safeguarding Policy' and all staff are supported by our designated Safeguarding Leads – Simon Dixon, Claire Heale and Dave Willcox.

If you require further support on safeguarding matters you can contact:

Simon Dixon, [simon.dixon@witherslackgroup.co.uk](mailto:simon.dixon@witherslackgroup.co.uk), 01844 229077

Dave Willcox, [dave.willcox@witherslackgroup.co.uk](mailto:dave.willcox@witherslackgroup.co.uk), 07760174708

Claire Heale, [claire.heale@witherslackgroup.co.uk](mailto:claire.heale@witherslackgroup.co.uk), 07741727195

Chris Williams, [chris.williams@witherslackgroup.co.uk](mailto:chris.williams@witherslackgroup.co.uk), 07909912827



## Promoting General Welfare

### Uniform & Equipment

We provide each child with a blue sweatshirt and two blue polo shirts. Parent/carers provide their child with dark grey/black trousers and smart dark coloured foot wear.

P.E. kits are also provided for both indoor and outdoor sports.

Personal items or money should not be brought into school unless it is by special request.

### School Meals

A breakfast club and lunch is provided by the school. A hot or cold meal is available, along with a selection of fresh fruit and yogurt. Pupils are encouraged to eat healthily and water is available throughout the day in each classroom. Our food is prepared on site by our cook and menus are easily tailored to dietary requirements.

### Healthy School

In 2009 we gained our national healthy school award and have continued to make many improvements throughout the school following this status. We have two weekly PE sessions as well as a range of curriculum enrichment activities that encourage activity and healthy living. Our cook in charge regularly reviews our lunch and breakfast menu and pupils are encouraged to eat a balanced meal. In addition our Swallow curriculum teaches pupils about healthy living and healthy choices.

### Home/School Liaison

We keep in daily contact with our pupils' parents/carers via the use of home-school diaries. The class teacher completes a daily entry highlighting how a pupil's day has gone. This is taken home at the end of each school day for parents/carers to read and write any comments. The Pastoral Care Team is available to discuss via telephone any issues or concerns that arise, either at school or at home. Parents/carers are encouraged to attend parent's evenings, sports day, Christmas performances and any other events that we hold. Every term our pupils take home an end of term report highlighting their academic progress in each subject and giving grades for effort.

### Religious and Cultural Ethos

Whilst Chilworth House School is a non-denominational school it seeks to promote an awareness of a value system based on the Christian principles. The school is sensitive and respectful to the religious and cultural needs of all the pupils and their families or local authorities with legal responsibility and welcomes information prior to admission concerning any specific requirements. Pupils may be excluded from religious education at the written request of parents.

## Risk Assessments

Our role is to support children to become successful members of their local community. Part of this is to help them understand the daily risks that they face and to learn how to overcome them safely. Due to our children's difficulties, many of them exhibit 'risk taking' characteristics. We therefore have rigorous procedures to ensure every one's safety. Risk assessments and activity forms are completed by the party leader before all off site activities are authorised to go ahead by a senior member of staff.

The school has a full fire risk assessment which is reviewed annually by the S.L.T or should there be a change in the room usage. All parts of the school day are risk assessed by the Health and Safety Co-ordinator, Steve Partington and the SLT. Colton Huddart is responsible for risk management within the Witherslack Group.

## Anti-Bullying

We pride ourselves on our warm and caring atmosphere. All members of our community are entitled to safety and protection and therefore bullying will not be tolerated. We have clear policies and guidelines raising awareness in staff, children and young people to signs of bullying. During the last 12 months there were only four bullying incidents recorded in our bullying log. We promote positive interaction between our pupils through our Friendship Support Groups and Social Inclusion Groups.

The school's Anti-Bullying Policy is available on request

## Sex and Relationship Education

SRE is taught as part of our Swallow Curriculum which has health education, citizenship, drug education and sex education interwoven into a framework with 5 core values and the social and emotional aspects of learning. The long term planning for this subject has been written with reference to the Oxfordshire PSHCE framework. This has resulted in a 2 year rolling programme for each Key Stage. Suggested activities and resources are located in the termly topic folders for each age group.

Pupils will receive 1 or 2 Swallow lessons per week.

Effective teaching of sex and relationships education will increase pupils' knowledge of:

- Body knowledge
- Human growth and development
- Families, parent and life cycles
- Safety and child protection

- Helping agencies
- Sexual identity

The SRE sessions will be delivered in a mixture of single and mixed gender groups. Activities will include circle work, matching and sequencing pictures, experiential work, storytelling, mime and drama and discussion.

## Health and Safety

At Chilworth House School Health and Safety is coordinated by Steve Partington. The whole site has a routine of internal health and safety checks which are overseen by the Health and Safety co-ordinator therefore adhering to our Health & Safety Policy. The Witherslack Group's Management and Risk Assessment Teams visits, audits and supports the school each term.

## First Aid/Medical Care

The school has a medical room which is named Cedar Room in the main school building. All staff as part of their induction training complete a one day Basic First Aid course for children's services. In addition, our First Aid Co-ordinator, Julie Herbert has completed the four day First Aid at Work training. All First Aid training is followed up with refresher training every three years and the First Aid Co-ordinator trains and refreshes staff in administering medication and intimate care procedures. Where necessary the First Aid Co-ordinator will also source and plan training around specific care needs, for example epilepsy.

The school is only allowed to administer prescribed medication, this is administered by staff who have had appropriate training. All medication is recorded and kept in a locked medical cupboard. Paracetamol and Calpol can only be administered with parent and carer consent.

## Details regarding staffing and recruitment

Chilworth House School follows a rigorous recruitment process in order to recruit high quality staff and ensure that children and young people are kept safe. Senior Leaders involved in the recruitment process undertake safer recruitment training and all staff employed within the school are subject to an enhanced DBS check.

Head Teacher	1
Deputy Head Teacher	1
Pastoral Care Manager	1
Administrative Staff	2
Teachers	6
Teaching Assistants	12
HLTA	2
Pastoral Care Assistants	3
Occupational Therapist	1 (2 days)
Educational Psychologists	1 (1 day)
Assistant Educational Psychologists	1 (2 days)
Speech and Language Therapists	1 (3 days)
Mental Health Practitioner	2 (3 days)

## Attendance Data

Full attendance is expected of all pupils. We pride ourselves on the fact that our pupils attendance record greatly improves from previous schools attended and we work closely with parents/carers and support services to achieve this. This is demonstrated by an average of 98.5% attendance (including authorised absence) over the past year.



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